



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
PROBATION OFFICE**

POSITION ANNOUNCEMENT: #2001-09

POSITION TITLE: Administrative Assistant

OPENS: 06/15/01

CLOSES: Open Continuously

TYPE OF APPOINTMENT: Full Time/Potential to become permanent after one year

SALARY: CL- 22/23 (\$21,215 - \$40,173), depending on qualifications

LOCATION: SDNY U.S. Probation Office (Depending on the needs of the office, the position may be located in one of the following offices: New York, White Plains, Middletown, or Newburgh.)

AREA OF CONSIDERATION: Open to all sources

DUTIES AND RESPONSIBILITIES:

The incumbent will be assigned to an area where there is a need for assistance. The incumbent will provide administrative support to U.S. Probation Officers, managers and /or supervisors. The incumbent representative duties will vary depending on the assigned division. The primary responsibility will be to provide clerical and technical support. Some generic duties may include task such as tracking, coordinating and maintaining such items as, files, cases, records, documents or various materials. The incumbent may be responsible for developing, organizing or preparing materials as requested. The incumbent will be responsible for entering information into an automated databases. Incumbent will perform other related duties as assigned.

QUALIFICATIONS:

For classification level 22, applicants must be a high school graduate or equivalent.

For classification level 23, applicant must be a high school graduate or equivalent, with at least two years of general experience.

GENERAL EXPERIENCE:

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE:

Specialized experience is progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. of the area in which the vacancy exist.

EXPERIENCE SUBSTITUTION:

Excess specialized experience may be substituted for required general experience.

EDUCATIONAL SUBSTITUTION:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester of 45 quarter hours) equals nine months of experience.

PREFERRED QUALIFICATIONS:

Knowledge of court and probation office operations. Applicant should have strong interpersonal and organizational skills. Applicant should possess the ability to pay close attention to details and be skilled in using discretion and upholding confidentiality.

HOW TO APPLY:

You may apply by submitting an OF-612, Optional Application for Federal Employment or your resume and a cover letter with the following information: announcement number and position title, personal information to include your full name; mailing address; area code and telephone number; social security number; and country of citizenship. List work experience with a description of duties; number of hours worked per week; supervisor's name and telephone number; dates employed and salary. Include educational level and date of graduation or receipt of type and year of any degree; and list other qualifications. List felony convictions with explanation of conviction. List relatives currently employed by the Federal government or U.S. Courts. Submit your completed application or resume to:

**United States Probation Office
500 Pearl Street, 7th Floor
New York, NY 10007-1312
Attention: Personnel**

**PLEASE NOTE: ALL APPLICANTS WILL BE REQUIRED TO TAKE A CLERICAL
EXAM**

**WITH APPLICANT AUTHORIZATION, APPLICANT MUST UNDERGO LAW
ENFORCEMENT AND CREDIT CHECKS.**

**THE SELECTED CANDIDATE/S WILL UNDERGO A ONE YEAR PROBATIONARY
PERIOD, IF SUCCESSFULLY COMPLETES PROBATIONARY PERIOD WILL
BECOME PERMANENT.**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER
FOR PAYMENT OF NET PAY.**

APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER.